

# Material Selection Policy

## Goals of the Policy

To ensure the Library provides and maintains an organized collection of library materials in a variety of formats reflecting a diversity of ideas to support the level of need and use as identified in the community. It is the goal of the Library to promote and provide quality library service which meets the cultural, creative, educational, reference, research and recreational needs of the community.

## Purpose of the Policy

To guide staff in the selection of materials, including subject areas and material types to consider acquiring and retaining.

## Selection of Material

Selection will be the responsibility of the Library Director using the criteria outlined in this Policy and within the limitations of the budget. The Selection Committee will consist of the Director, Assistant Director and other Staff Librarians representing a variety of library departments.

Materials acquired will meet acceptable standards in terms of content, expression and format. Standards include accuracy and quality of content, social significance of the content, strength and weaknesses of the existing collection, public demand, and community needs and interests. Selectors will also take into account the permanent value of certain materials based on literary or scholarly excellence; such items will not be based on popular demand.

Selection of adult material will not be restricted by the possibility that these materials may come into the possession of children. Resources of the library are accessible to everyone. It is ultimately the responsibility of parents/guardians for what their children borrow.

The Library will not select materials which are in violation of applicable Federal, State and local laws. The Library endorses and adheres to the Library Bill of Rights of the American Library Association ([www.ala.org](http://www.ala.org))\*.

## Objectives for Acquisitions and Development

- Reputation and significance of the author or artist.
- Authority and accuracy.
- Literary style or artistic excellence.
- Relevance to present or anticipated needs and interest of the community in terms of new material as well as duplication of material in high demand.
- Permanent value as resource material.
- Timeliness.
- Relation to existing material in Library.
- Accessibility in other collections through interlibrary loans.
- Suitability of format for library use.

- Price and availability of funds.
- Local interest: The Library will acquire materials in appropriate formats as best meet the service goals, space, staff, equipment and budget of the Library. Local history is defined as those happenings within the boundaries of the City of Milford and neighboring areas or those affecting the citizens of Milford. Materials and artifacts relating to the history of Milford will be reviewed to determine the appropriateness to the collection.
- Local Authors: Works by local authors which do not meet these policy guidelines may be considered for addition to our Read Local collection, which highlights independent and self-published titles. See Read Local guidelines.
- The Library collection will be kept in good repair and current by a continual program of repairing, discarding or replacing worn and outdated materials. Weeding and withdrawals of the collection will follow the guidelines of the American Library Association.
- Books and other materials acquired should be selected or rejected based upon such qualities as usefulness, interest, information and enlightenment of all the people of the community. In no case should any materials be excluded because they are controversial in nature or because of the race, nationality, political, or religious views of the writer.
- The Library Board believes that censorship is an individual matter and declares that while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others.

### **Discarding**

Final decisions of whether to dispose of, repair, or rebind will be made by the Director. Discarded material may be given to the Friends of the Milford Library for inclusion in their book sale. Lack of demand, obsolete or erroneous information and poor condition will be the main reasons for discarding material.

### **Challenged Material**

Milford residents wishing to register a concern about a selected material must submit a completed Request for Reconsideration of Library Materials form to the Library Director. If the issue is not resolved with the Director, then the patron may be referred to the Library Board by requesting to appear in person before the Board to state their objections. The decision of the Board will be based on the principles set forth in this Policy, will be communicated in writing and will be final unless legally overturned.

*\*Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).*